



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF:

ATZK-CP (672)

27 December 2002

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Six Policy Memo No. 38-49 - Civilian Incentive Awards Program

1. References:

- a. AR 672-20, Incentive Awards, 1 June 1993, with Change 1, 29 January 1999.
- b. TRADOC Supplement 1, 10 August 1999, to AR 672-20, Incentive Awards.
- c. Fort Knox Labor Management Agreement, 20 April 2001.

2. Civilian employees are valuable members of the Army team. As such, it is important that special contributions and overall excellence be recognized in a manner that is commensurate with the level of achievement. The Civilian Incentive Awards Program is designed to reward employees who excel and motivate others to strive for the same high levels of accomplishment.

3. We must strive to recognize the exceptional contributions of our civilian work force. The following policies are established with regard to the civilian awards program for FY03:

a. A minimum of 1 percent of the total civilian pay budget within each organization will be allocated and used for cash awards. This includes amounts paid for On-the-Spot, Special Act, and Performance Awards. The 1-percent allocation will be programmed by DRM into accounts up front at the beginning of the FY. Organizations that generate savings from efficiencies, possibly generated through Activity Based Costing/Management (ABC/M) initiatives, can allocate more money for civilian awards. In other words, the 1-percent amount is a minimum, not a maximum. However, amounts above the 1-percent allocation should not be a result of reprogramming Class IX or other funded accounts.

b. When used appropriately, Time-Off Awards (TOA) can serve as an effective form of recognition. However, supervisors must ensure that TOAs are not granted in situations

ATZK-CP (672)

SUBJECT: Thunderbolt Six Policy Memo No. – Civilian Incentive Awards Program

where the additional leave will cause a “use or lose leave” status that cannot be accommodated or will cause a direct increase in overtime requirements.

c. Another type of recognition is Quality Step Increases. Even though Quality Step Increases are not deducted from the 1-percent allocation; these awards cause an increase in civilian pay requirements. Supervisors must consider the long-term effects of granting these awards.

d. Emphasis should continue on granting honorary awards throughout an employee’s career, rather than only as a farewell gesture. Honorary awards should follow a progressive sequence of recognition starting at the lower levels and gradually increasing to higher levels. Thus, nominating employees for lower level awards early in their career will lay the foundation for higher-level awards at the time of their retirement.

e. Each organization will continue to maintain an Organizational Awards Committee (OAC) to plan, monitor, and evaluate their organization’s awards program. The OAC will also continue to include membership that represents a cross section of employees and supervisors throughout the organization. The Union will be allowed to have representation on the Committee.

f. Each organization will develop an Organization Awards Plan as specified in the Labor Management Agreement (LMA). Awards plans for FY03 will be developed and staffed through the Union and CPAC NLT 10 December 2002. As specified in the LMA, addressees will report on the status and results of their internal awards program at regularly scheduled QTBs or QPRs.

g. A brief description of awards is provided at enclosure 1.

h. Award nominations are not limited to management. Supervisors should remind and encourage employees to nominate coworkers for awards by submitting FK Form 5017-E, Employee Nomination for Incentive Awards.

3. We must always remember that our most precious resource is our people. It is important that we make full use of the awards program to recognize the contributions of our civilian employees.

ATZK-CP (672)

SUBJECT: Thunderbolt Six Policy Memo No. 38-49 – Civilian Incentive Awards Program

4. This memo supersedes Thunderbolt Six Policy Memo No. 38-24.

2 Encls



R. STEVEN WHITCOMB
Major General, USA
Commanding

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CIVILIAN HONORARY AWARDS

Decoration for Exceptional Civilian Service: Highest level Army award

Military Equivalent: Distinguished Service Medal

Approval Authority: Secretary of the Army

Award consists of a medal, lapel pin, and citation certificate

Nominees must have established a pattern of excellence, which normally has been recognized by previous honorary awards up to, and including the Meritorious Civilian Service Award. Contributions are of major program significance to the Army. Approved awards are presented at the Pentagon in the annual Secretary of the Army Awards Ceremony.

Meritorious Civilian Service Award: Second highest Army award

Military Equivalent: Legion of Merit

Approval Authority: TRADOC Commander

Award consists of a medal, lapel pin, and citation certificate

Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards up to and including the Commanders Award for Civilian Service. Contributions are of major significance throughout the installation or major command.

Superior Civilian Service Award. Third highest Army award

Military Equivalent: Meritorious Service Medal

Approval Authority: Commanding General

Award consists of a medal, lapel pin, and citation certificate

Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards.

Commander's Award for Civilian Service. Fourth highest Army award

Military Equivalent: Army Commendation Medal

Approval Authority: Colonel (06) or civilian equivalent (GS-14t)

Award consists of a medal, lapel pin, and citation certificate

Employees who have established a pattern of excellence, normally demonstrated by the receipt of one or more honorary or monetary performance awards.

Achievement Medal for Civilian Service. Fifth highest Army award.

Military Equivalent: Army Achievement Medal

Approval Authority: Lieutenant Colonel (05) or civilian equivalent (GS-13+)

Award consists of a medal, lapel pin, and citation certificate

Nominations normally cover a period of sustained superior service or high level of achievement.

Certificate of Achievement. Sixth highest Army award.

Military Equivalent: Certificate of Achievement

Approval Authority: Major (04) or civilian GS-09 and above

Award consists of a certificate (no medal or lapel pin)

Award recognizes commendable performance of duties and noteworthy accomplishments.

Certificate of Appreciation.

Military Equivalent: Certificate of Appreciation

Approval Authority: MAJ (04) or civilian GS-09 and above

Recognizes accomplishments of employees when a monetary or higher level honorary award is not appropriate.

Encl 1 to Thunderbolt Six Policy Memo No. 38-49 - Civilian Incentive Awards Program

AWARDS FOR OFF-DUTY ACCOMPLISHMENTS

Certificate of Appreciation for Patriotic Civilian Service

Military Equivalent: None

Approval Authority: Any commander (Lieutenant Colonel or above) for services provided to Army elements under his or her jurisdiction

Award consists of a lapel pin and certificate

This award recognizes patriotic civilian service that contributes to the mission of an Army activity or to the welfare of Army personnel. The award is for patriotic off-duty activities of a public service nature; accomplishments are not related to the employee's official position.

Civilian Award for Humanitarian Service

Military Equivalent: None

Approval Authority: TRADOC Commander

Award consists of a medal, lapel pin and certificate.

This award is for individuals who have distinguished themselves by meritorious direct hands-on participation in a significant act, deed, or achievement of a humanitarian nature.

MONETARY AWARDS

On-the-Spot Cash Award. Cash award ranging from \$25 to \$500 (Note: In a recent change (August 2001) the Department of the Army increased the maximum amount of this award from \$250 to \$500.)

Approval Authority: Up to \$100: 1st Line supervisor
\$100 to \$500: Cdrs/Dirs/Staff Office Chiefs

Given to recognize day-to-day accomplishments of employees.

Special Act or Service Award. Cash award ranging from \$25 to \$25,000

Approval Authority: Up to \$1500, Cdrs/Dirs/Staff Office Chiefs

Given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities. The act or service being recognized must not have served either in whole or in part as the basis for a previous cash award.

The amount of award will be determined using Table 7-1 or 7-2, AR 672-20, Incentive Awards.

Performance Award. Cash award based on a percentage of employee's annual salary (not to exceed 10 percent).

Approval Authority: Up to 5%, Cdrs/Dirs/Staff Office Chiefs

Given to recognize high-level performance for a specific rating period. Employees with Exceptional or Highly Successful ratings of record may receive this award. Employees who exceed the minimum requirements for a Fully Successful rating of record, with at least one critical element exceeded, may receive a Performance Award. Nominations for Performance Awards should be submitted within 30 days of approval of the rating of record.

Quality Step Increase. A QSI is an additional within-grade pay increase given to General Schedule (GS) employees.

Approval Authority: Cdrs/Dirs/Staff Office Chiefs

Employees with Exceptional ratings of record for the current rating period are eligible to receive the QSI. An employee may not receive more than one QSI in any 52-week period. Nominations for QSIs will be submitted within 30 days of approval of the rating of record.

TIME OFF AWARD

Time Off Award (TOA). Award allows time off without charge to leave or loss of pay in recognition of achievements or performance contributing to the Army mission.

Approval Authority: Up to one full workday: first-line supervisors
 Up to 40 hours: Cdrs/Dirs/Staff Office Chiefs

The maximum amount of time off that can be granted with a single award is 40 hours. The total maximum amount that can be awarded during any leave year is 80 hours.

EMPLOYEE NOMINATION FOR INCENTIVE AWARDS

For use of this form, see Thunderbolt Policy Memo 36-2

NAME OF EMPLOYEE BEING NOMINATED FOR THIS AWARD

NOMINEE'S WORK UNIT/ORGANIZATION

NOMINEE'S WORK RELATIONSHIP TO YOU: (Coworker in immediate work area, etc.)

TYPE OF AWARD RECOMMENDED

AMOUNT OF AWARD (if cash or time-off award)

WHAT DID THE NOMINEE DO TO DESERVE THIS AWARD?

WHY DO YOU THINK THIS ACT/PERFORMANCE DESERVES RECOGNITION? (Why is it over and above what would normally be expected?)

WHEN DID THIS OCCUR

YOUR NAME

YOUR WORK UNIT/ORGANIZATION

(Signature)

(Date)

INSTRUCTIONS: After completion, turn this form in to the nominee's immediate supervisor.